



**SELECT BOARD  
MEETING MINUTES  
JANUARY 16, 2018**

**5:00PM - WORKSHOP**

1. Committee Interviews - Bicycle Pedestrian Committee
  - a) Bob McBreen
  - b) Bruce Byorkman

The Select Board met with Bob McBreen and Bruce Byorkman regarding their applications to become a member of the Bicycle Pedestrian Committee.

2. Discussion of the AARP Age Friendly Community Network  
Charley LaFlamme, Chair - Bike-Pedestrian Committee  
Patricia Oh, AARP Age-Friendly Community Coordinator

Members of the Bicycle Pedestrian Committee present: Charley LaFlamme, Chair, John Cavaretta & Priscilla Botsford. Bruce Byorkman and Bob McBreen were also in attendance.

The Select Board met with Charley LaFlamme, Chair of the Bicycle Pedestrian Committee and Patricia Oh from AARP. The purpose of the discussion was to review the AARP Network of Age-Friendly Communities.

"Age-friendly or livable communities have walk-able streets, housing and transportation options, access to key services and opportunities for residents to participate in community activities. The AARP Network of Age-Friendly Communities encourages states, cities, towns and counties to prepare for the rapid aging of the U.S. population by paying increased attention to the environmental, economic and social factors that influence the health and well-being of older adults. By doing so, these communities are better equipped to become great places, and even lifelong homes, for people of all ages".

The goal of the Bicycle Pedestrian Committee is to have Ogunquit become an Age-Friendly Community.

A brief intermission was taken at 5:55pm.

**6:00PM - MEETING**

**1.0 CALL TO ORDER**

Meeting called to order at 6:02pm.

**1.1 Roll Call of Members**

Members present: Charles L. Waite, III, Chair  
Robert N. Winn, Jr., Vice Chair  
John M. Daley  
Richard A. Dolliver  
Madeline S. Mooney

Others present: Patricia A. Finnigan, Town Manager

**1.2 Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

**1.3 Select Board Minutes - January 2, 2018**

Motion made by Richard Dolliver and second by Robert Winn, Jr. to accept the minutes of January 2, 2018 Select Board meeting as presented; approved 5-0.

**2.0 LIQUOR AND AMUSEMENT LICENSE PUBLIC HEARINGS**

There was no Liquor or Amusement Licenses to be enacted upon.

**3.0 COMMITTEE APPOINTMENTS & RESIGNATIONS**

**3.1 Appointments to the Bicycle-Pedestrian Committee**

**011618-01** Motion made by Robert Winn, Jr. and second by Richard Dolliver to appoint Bob McBreen as the 1<sup>st</sup> Alternate and Bruce Byorkman as the 2<sup>nd</sup> Alternate to the Bicycle-Pedestrian Committee for terms that expire June 30, 2018 contingent their new By-Laws.

Motion made by Charles Waite and second by Robert Winn, Jr. to amend the original motion as read by Selectman Dolliver (to include

the completion of the new by-laws and approved by the Select Board and then move up to full voting members); approved 5-0.

Motion made by Richard Dolliver and second by Robert Winn, Jr. to include "moving up to full voting members once the by-laws are completed and approved by the Select Board"; approved 5-0.

#### 4.0 TOWN MANAGER'S REPORT

Motion made by Richard Dolliver and second by Robert Winn, Jr. to move the Town Manager's Report out of order and complete after Other Business; approved 5-0.

#### 5.0 PRESENTATIONS, PROCLAMATIONS & RESOLUTIONS

There were no presentations, proclamations or resolutions before the Select Board.

#### 6.0 PUBLIC HEARINGS

There were no public hearings before the Select Board.

#### 7.0 UNFINISHED BUSINESS

##### 7.1 Consideration of a Select Board Public Relations Policy (tabled at the January 2, 2018 Select Board Meeting)

Note: This item was tabled at the Jan. 2 meeting to have it reviewed by the Town Attorney.

*Town of Ogunquit Public Relations Policy: Draft for Select Board Meeting- January 16, 2018*

- 1.0 ***Purpose:** This public relations policy provides management procedures and a guide for all Town departments and Committees\* when acting on behalf of the Town. The goal is to a) encourage proactive and coordinated press campaigns, b) ensure consistent messages and accurate external distribution of information, and c) build good relationships with the media.*
- 1.1 *The media is an indirect way of reaching the public via such external types of mass communication such as newspapers, television, radio, and online sites.*
- 1.2 *This policy applies to proactive activities such as press releases, letters to editors, feature articles, as well as responding to requests from the media.*
- 1.3 *This policy does not address direct communications with the community such as the Town web site, meetings, email, social media and mailings.*

- 2.0 **Public Information Officer:** *The Town Manager is the Public Information Officer/Spokesperson for the Town.*
- 2.1 *The Town Manager may authorize others to be the spokesperson at his/her discretion on a case-by-case basis. Our Charter encourages Committee Chairs to make themselves available to the media.*
- 2.2 *When the press contacts any Town employee or Board/Committee/Commission member for information or quotes, the recipient must direct that reporter to the Town Manager as the Spokesperson for the Town, unless they are authorized to speak on a particular matter or subjects.*
- 2.3 *A spokesperson for committee, usually the Chair, must speak for the majority of the group.*

*\*Committees include all Town Committees, Boards and Commissions.*

- 3.0 **Press Release Process:** *The Town Manager is responsible for getting any necessary legal review and approving all Town or Committee press releases and statements, except those noted in 2.6.*
  - 3.1 *Press releases and statements are encouraged from Town departments, commissions, committees, and boards including the Select Board. These press releases or statements must be approved by the Town Manager.*
  - 3.2 *Press releases drafts should be given to the Town Manager no later than 48 hours before planned release date.*
  - 3.3 *The Town Manager shall share all press releases with the Select Board, no later than 24 hours before they are released, to solicit any feedback. If the Town Manager needs immediate feedback, phone calls should be made to the Select Board members.*
  - 3.4 *It is common to include quotes in press releases from Town/Committee subject matter experts and/or the Town Manager.*
  - 3.5 *The Town Manager can designate someone other than herself/himself to follow-up with the press and speak on the matter in the press release. In the case of press activities of Committees, it is common for a member of that group to be the spokesperson.*
  - 3.6 *The Select Board may issue a Town press release if it is a matter concerning the Town Manager, or in the case of an unforeseen policy matter or emergency. In any case, it shall be approved by a majority of the Board as well and reviewed by the Town's legal advisor.*
- 4.0 **Other Press Activities:** *The Town Manager must be apprised of and approve of other press activities such as feature stories and letters to the editor.*
  - 5.0 **Public Meetings:** *Since all meetings of Town Committees are open to the public, these meetings and their recordings is an opportunity for the media to gather information and quotes directly from members.*

Discussion was held regarding the changes made by Selectperson Mooney based on the discussion at the last meeting of the Select Board.

**011618-02** Motion made by John Daley and second by Richard Dolliver to table the proposed policy pending review by the Town Attorney; approved 5-0.

## 8.0 NEW BUSINESS

### 8.1 Presentation and Select Board Action on the FY 2016-2017 Audit by RHR Smith & Co.

Bruce Nadeau, Senior Audit Manager for RHR Smith & Co. was in attendance to present the 2016-2017 Audit results to the Select Board. Also in attendance were Town Treasurer John Quartararo and Debbie Fitzpatrick from RHR Smith.

**011618-03** Motion made by Robert Winn, Jr. and second by Richard Dolliver to accept the FY 2016-2017 Audit; approved 5-0.

### 8.2 Select Board Action on the Request for Approval to Write-off Uncollectible Personal Property Taxes 2016 and 2017 - John Quartararo, Treasurer

**011618-04** Motion made by Robert Winn, Jr. and second by Madeline Mooney to approve the write off uncollectable Personal Property Taxes for 2016 and 2017 in the total amount of \$626.74 as recommended by the Town Treasurer; approved 5-0.

### 8.3 Select Board Action on the Sale of the 2003 Ford Ambulance to York Ambulance Association - Mark O'Brien, Fire-Rescue Chief

**011618-05** Motion made by Robert Winn, Jr. and second by Richard Dolliver to approve the sale of the Town Ambulance to the York Ambulance Association in the amount of \$15,000; approved 5-0.

### 8.4 Select Board Action to Submit an Application to join the AARP Age Friendly Community Network - Charley LaFlamme, Chair - Bicycle-Pedestrian Committee

**011618-06** Motion made by Robert Winn, Jr. and second by Richard Dolliver to submit a letter of intent for Ogunquit to join the AARP Age Friendly Community Network; approved 5-0.

### 8.5 Appointment of Ballot Clerks - Christine Murphy, Town Clerk

The following were recommended as Election/Ballot Clerks by the Town Clerk, Christine Murphy:

<b>Democrat</b>	<b>Republican</b>	<b>Unenrolled</b>
Blanche Feinberg	Cynthia Douglass	Leila Kupper
Frederica Hart	Marjorie Esau	Tracey-Ann Leach
	Kay Hamlin	
	Mary Littlefield	

**011618-07** Motion made by Robert Winn, Jr. and second by Madeline Mooney to appoint the Election/Ballot Clerks for 2018 to 2020 as recommended by the Town Clerk; approved 5-0.

8.6 Appointment of a Select Board Liaison to the Comprehensive Plan Committee - Steve Wilkos, Chair

**011618-08** Motion made by Robert Winn, Jr. and second by John Daley to appoint Richard Dolliver as Liaison to the Comprehensive Plan Committee; approved 5-0.

8.7 Discussion of Parking and Beach Pass Fees (Title V, Schedule A) - Gene McSweeney and Ray Hamlin, Visitor Services Supervisors

Ray Hamlin and Gene McSweeney, Co-supervisors of Visitor Services, were in attendance to explain the changes that they are presenting to the Select Board.

Mr. McSweeney presented an update to the meter project.

***Trial Summary***

*Trial implemented in Perkins Cove and Lower Lot on 3G network (commercial band) as Pay by Space model.*

- *Pay by Space easy to enforce (monitor database) and supports cell phone parking applications*
- *Pay by Space requires visitor to enter space number for validation (add-on or new customer) before credit card payment validation producing a receipt*
- *Validation cycles too long causing backups and confusion in lots*

*Trial converted to Pay and Display at end of September.*

- *Pay and Display requires customer to display receipt on dashboard similar to cash ticket operation*
- *Pay and Display requires one validation cycle reducing time of operation*
- *Enforcement requires attendant to periodically check all dashboards*

- *Pay and Display doesn't support cell phone applications*

*Lower Lot was meters only (unattended), Perkins Cove combination of meters and cash tickets as required.*

***Lessons Learned***

*3G communications not fast enough to support Ogunquit's event style parking model with Pay by Space operation.*

*Pay by Space is preferred operation:*

- *Easiest to enforce*
- *Supports cell phone apps.*
- *Less labor intensive.*

*3G communications tolerable for Pay and Display operation.*

*Pay and Display:*

- *Difficult to enforce in big lots.*
- *No cell phone apps support.*
- *Labor intensive in large lots.*

*Requirement for hourly parking at or near village and beach.*

*Location of meters is critical to operation.*

*Very small percentage of customers asked for pay by cash (Perkins Cove).*

***Jim Mills, 50 Agamenticus Road***

- *Question about meters and unattended lots, the likelihood of people actually paying violations when they stay beyond the allotted time.*

*Mr. Hamlin explained their enforcement system.*

***Sandra Mills, 50 Agamenticus Road***

- *Question about cost of ticket if someone gets ticketed.*

*Mr. Hamlin explained the ticketing system and fine rate.*

*Mr. Hamlin reviewed the proposed rates for the 2018 Season.*

*(This is informational only and would have to be acted upon at a future meeting.)*

*Visitor Services Notes for Appendix "A" (Draft) proposed changes:*

*The enclosed Appendix "A" has been modified to reflect the multi-space parking meter trial program through June 2018. The trial has defined a requirement for hourly parking in the*

Village and Beach area. Therefore, Appendix "A" supports all day and hourly parking at Lower Lot and Cottage Street/Obeds Lot. Lower Lot, in addition to supporting employee and resident parking, will offer all day public parking between 8:00AM and 2:00PM and convert to hourly parking between 2:00PM and 8:00PM. Obeds Lot will continue to support employee and resident parking. Cottage Street/Obeds Lot will offer both hourly and all day public parking between 8:00AM and 8:00PM. There is risk associated with hourly parking but the extended hours of operation should mitigate this risk. This situation will be monitored by Visitor Services and adjusted if required.

Discussion was held with the Select Board regarding the requested changes.

**Lesley Mathews, High Ridge Lane**

- Comments regarding the Upper Lot being a One Hour Limit.
- Question about the hours for the Lower Lot.

**011618-09** Motion made by Madeline Mooney and second by Robert Winn, Jr. to table this agenda item until the next meeting or whenever Visitor Services is able to provide the Select Board all the data, the revenue, for the entire program by project as well as any capacity figures so the Select Board can have an informed discussion on setting the rates for this year; approved 5-0.

**9.0 CITIZEN COMMENTS (For town topics not on the agenda)**

The Select Board welcomes public comments and questions about Town-related issues that are not on the agenda. We ask that people keep comments on point and within 3 minutes.

**Lesley Mathews, High Ridge Lane**

- Asked John Daley where he was going?

**Pam Lynch, School Street**

- Stated that she is having a hard time hearing the Select Board, doesn't feel that the audio is going to be very good on the video. Commented on the quality of the microphones.

**10.0 OTHER BUSINESS**

**Town Manager's Report**

It is budget season, very busy. There is a lot of information to be shared. The Budget Committee will start meeting tomorrow (1/17/18). She will get the schedule out to everyone.

The revetment project started yesterday (1/15/18) at the Marginal Way. It is underway and going well.

There will be a workshop on January 30<sup>th</sup> with the new Town Attorney, Bernstein Shur.

#### 10.1 Select Board Reports and Announcements

##### **Chair Waite**

- Congratulations to IFW/Maine Audubon article; the Piping Plovers had an awesome season here in Ogunquit (26 chicks). They deserve a lot of credit.
- Paul Mason is turning 99 this weekend, Happy Birthday.
- Met with Parks & Recreation Committee (1/15/18) as the liaison, they are very committed and motivated.
- Will be attending the Performing Arts Committee meeting on Friday (1/19/18) as he is a liaison to that committee.
- Thanked Rick Dolliver for stepping up to become the liaison to the Comprehensive Plan Committee.
- Look forward to moving forward with the budget.

##### **Selectman Winn**

- Wished Paul Mason a very Happy 99<sup>th</sup> Birthday.
- Enjoyed having the auditors here giving a good description of where we are.
- The Board is doing a great job of working together and moving forward.
- Thank you to Town Manager Finnigan.

##### **Selectperson Mooney**

- Thank you to Town Manager Finnigan.
- Thank you everyone for attending and watching at home.

##### **Selectman Daley**

- Commented on the audit presentation.

##### **Selectman Dolliver**

- Budget season right around the corner; don't be afraid to support some infrastructure, CIP's, bathrooms...
- Norton Zieff, long time resident of Constance Lane passed away.

**11.0 ADJOURNMENT**

Motion made by Robert Winn, Jr. and second by Richard Dolliver to adjourn the meeting at 8:51pm; approved 5-0.

Respectfully submitted,

---

Cheryl L. Emery, Administrative Assistant to the Town Manager